2.4 BIHAR

1979-80

2.4.1 Administration : The strength of the staff of the Department including its Regional Offices is 82. For streamlining the administrative set up, the State Archives Directorate put up a proposal for creation of three Gazetted posts of Assistant Directors which still awaits the sanction of the Government.

2.4.2 Budget : During 1979-80, a sum of Rs.4,75,200 was spent on the non-plan side out of the budget allocation of Rs.5,93,500. On the plan side a sum of Rs.1,50,700 was spent out of the budget provision of Rs.2,25,000. For 1980-81 a budget provision of Rs.6,00,000 has been made on the non-plan side while Rs.2,25,000 on the plan side.

2.4.3 Building : A significant development in regard to the construction of a separate functional archives building took place during the period under report. Allotment of approximately three acres plot of land in Patna and a sanction of a building construction project at an estimated cost of Rs.34 lakhs were made. The new building would provide approximately 40,000 sq.ft. of space. The foundation laying ceremony was performed by Dr. A.R.Kidwai, Governor of Bihar, on 15th May, 1980.

2.4.4 Record Management : About 2400 'B' and 'C' category files of Labour and Employment Department (1962-70) were appraised. 400 files of the Rajyapal Secretariat Record Room (1863-1949) were appraised and are in the process of acquisition by the State Archives. Besides, 1,000 files of Home (Special) Department mostly of 'C' category were appraised and returned

to the department concerned with suggestions for permanent preservation.

These apart, a large number of papers kept in the Regional Blood Bank, Patna Medical College Hospital (1942-73) were appraised. Approximately 90 to 92 per cent of these records were marked for retention. There are two sets of rules for appraisal and weeding work in Bihar. While appraising the departmental records at the Secretariat level, the rules incorporated in the Secretariat Instructions of the Government of Bihar are followed and in regard to muffassil records at the Divisional and District levels kept in the Record Rooms the guide lines mentioned in the "Bihar Records Manual", are followed. However, the State Government in the Cabinet Secretariat and Co-ordination Department (Bihar State Archives) have already issued various executive instructions with the consultation of Board of Revenue relating to the subject of appraisal and weeding of Government records by the State Archives Directorate. Preparation of a retention schedule on the lines of the Government of India is under consideration of the State Government in the Department of Personnel and Administrative Reforms (Organisation and Method Section).

2.4.5 Research and Reference : 40 scholars availed themselves of the research facilities and a total of 2,000 files were requisitioned by them. 63 files were requisitioned by the Government agencies, 26 queries pertaining to records from private agencies were attended to.

2.4.6 Reference Media : Preparation of a descriptive list of files of the Home (formerly Political Special) Department is in progress. Another descriptive list of the files of the Industries Department (1954-1957) is also under preparation.

2.4.7 Publication Programme : Preparation of a Hindi version of the monograph entitled "Care and Preservation of Records in the Bihar State Archives as Source Materials for Study of Modern Indian History, published by the State Archives, has been made ready for sending it to the press.

2.4.8 Preservation of Records : During the period under review 76,061 pages were flattened, 517 files and 5,470 sheets repaired with tissue paper and 427 sheets with acetate foil. 137 files were bound and 215 files guarded.

2.4.9 Photo-Duplication : The Department has its own microfilming unit and 10,000 exposures were made during the period under review. In order to cater to the needs of the reprographic demands the Government sanctioned for the purchase of one 'Korestat/Photo-copier' machine. Necessary sanction was also obtained to purchase one C-Z Microfilm Positive Printer for the microfilm unit.

2.4.10 Library : 249 books were acquired during the period under report.

2.4.11 Other Activities : 4,540 files of various records series have been acquired by the department under its regular programme.

The Bihar State Archives organised between 11th and 17th December, 1979 an International Archives Week which was a great success. On this occasion a symposium on "The Role of Archives in the Study of Social Services" was also held which was inaugurated by Dr. A.R.Kidwai, Governor of Bihar. An exhibition of old books and records and demonstration of various preservation and reprographic techniques were also

organised. Radio talks and interviews were arranged on All India Radio, Patna and large coverage was given in various English and local languages daily newspapers.

Two record suppliers of the Lokayukt Office, Patna, were given four weeks training in preservation of records and Archives-Keeping.